



# VACANCY ANNOUNCEMENT

## U.S. Embassy, Montevideo

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**Vacancy No. 07/2016**

May 27, 2016

**TO:** All Interested Candidates / All Sources  
**FROM:** A/Management Officer – Juan Carlos Silva  
**SUBJECT:** Web Communications Assistant

**POSITION:** Web Communications Assistant  
**OPENING DATE:** May 31, 2016  
**CLOSING DATE:** June 14 2016  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** **Trainee Level:** Ordinarily Resident (OR): FSN – 08  
Non-ordinarily resident (NOR): FP – 06  
**Full Performance Level:** Ordinarily Resident (OR): FSN – 09  
Non-ordinarily resident (NOR): FP - 05

The FP grade will be confirmed by Washington. Budget constraints do not allow post to honor highest previous rate (HPR) requests. Hiring offers will be made at the step 1 level. EFMs who are currently employed at post and who have applied for another position within the Mission will be considered for HPR pending review of qualifications by the Bureau.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Montevideo is seeking an individual for the position of Web Communications Assistant in the Public Diplomacy Section.

## BASIC FUNCTION OF POSITION

Under the supervision of the Public Affairs Officer and the Information Specialist, the incumbent serves as a Senior Manager and Content Editor of the Embassy's presence on all web-based applications used to inform, engage and interact with Internet audiences. This includes public official websites, social networking sites, pod and video-casts, blogs and other Web tools. Incumbent is also responsible for all still photography work required for either web publishing or Embassy records, such as Official Visits, Representational Events and Receptions, staff photos, etc. Maintains a photographic archive and provides prints or electronic copies as required for Ambassador, Embassy Officials, visiting Delegations and Local Media. Has primary responsibility for the Embassy Internet sites. Works closely with Embassy personnel to receive and keep current materials on the site. Often required to work evenings and weekends in support of Embassy activities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 1770 2410.

## QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** High School diploma and specific training in web communications and/or Journalism is required.
2. **Prior Work Experience:** Three to five years of progressively responsible, hands-on experience in the fields of content production and website management is required. Prior work in English and Spanish language website programming required. Previous experience in photography and AV set-up is also required.
3. **Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**  
English: Level IV (fluent); Spanish: Level IV (fluent). This will be tested.
4. **Job Knowledge:** Experience and expertise in website design and maintenance. Social Media power user. Familiarity with electronic distribution of material. Familiarity with International Affairs and U.S. Foreign Policy and demonstrated ability to learn more. Familiarity with U.S. Government and U.S. Embassy programs is required. Familiarity with Uruguayan customs and society is required. Expertise in Digital Photography, DSLR Cameras and photo editing tools, is required.
5. **Skills and Abilities:** Very strong writing skills are required. Keen attention to detail is required. Ability to find, adapt, write, produce, and publish informational materials in Spanish and English. Sound judgment in deciding what information to publish. Knowledge of HTML (Hypertext Markup Language) and basic understanding of using scripts (for embedding and adapting content). Must be creative and able to work with digital video and audio files and have knowledge of digital editing tools. Should be able to create and maintain websites in accordance with the highest U.S. Government and International standards.

Above average photography skills, experience with DSLR (professional) cameras and knowledge of PHOTOSHOP software is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Mission recruiters and supervisors are allowed to substitute work experience for education when recruiting to fill new vacancies. In this process, one year of experience in a specified field will be equivalent to one year of education.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment of Employment as a Locally Employed Staff or Family Member (DS – 174); **or**
2. A current resume or curriculum vitae that provide the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE:

**Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (of known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership & Recognition
- R. Language Skills
- S. Work Experience
- T. References

### **SUBMIT APPLICATION TO**

Human Resources Office  
Vacancy Announcement 07/2016  
Lauro Muller 1776; or  
jobsMVD@state.gov; or  
Fax to 1770 2128

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - I. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - II. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a US citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)** : An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: June 14, 2016**

The US Mission in Uruguay provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: PAO: MRIBELING  
A/MO: JCSILVA

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